Core Financial Project

Accounts Payable

Change Discussion Guide

About This Guide

What is a Change Discussion Guide?

A Change Discussion Guide is a communication tool designed to describe specific process changes that may affect the way you currently perform various roles within your job. The overview of the changes in this guide will provide you with a foundation to better understand the changes that will result from Core Financial.

How Should I Use This Guide?

Use this guide to help understand and communicate the changes that Core Financial will bring to your various roles within your job. This guide is NOT training. Training will teach you how to use SAP R/3 to complete tasks. To make training as effective as possible, you should understand how the roles and tasks you currently perform are changing before you attend classroom sessions.

The scope of the Core Financial Project includes six functional, or process areas; Budget Execution, Purchasing, Cost Management, Accounts Payable, Accounts Receivable and Standard General Ledger (SGL). This guide was developed to address changes in one of these process areas. The guide provides an overview of the process area, however, you may only perform specific roles or tasks within that process. You should discuss specific impacts to the roles or tasks you currently perform with your supervisor.

Integrated Financial Management Program Overview

The mission of the Integrated Financial Management Program (IFMP) is to improve the financial, physical, and human resources management processes throughout the Agency.

IFMP will reengineer NASA's business infrastructure in the context of industry "best practices" and implement enabling technology to provide necessary management information to support the Agency's strategic implementation plan.

IFMP will create significant positive changes in NASA's business and administrative processes and systems.

As we move into the future, we will be changing the following:

- Business processes
- Working relationships
- Job content and skill requirements
- Policies and procedures
- Organizational relationships relative to decision making and access to information.

The Integrated Financial Management Program includes the following Projects: Travel Management, Position Description Management, Resume Management, Core Financial, Human Resource Management, Integrated Asset Management, Budget Formulation, E-Procurement Management, and E-Procurement Prototype.

Core Financial Project Overview

Core Financial Project Mission

The Core Financial Project provides the management and technical leadership for the Agency-wide implementation of standard systems and processes necessary to support the Agency's financial management activities.

Core Financial Project Scope

Budget Execution

Records budget authority and resources available, tracks apportionment and allotments, permits the establishment of spending limits, and collects financial actuals, permitting the comparison of budget to actual data. Records commitments and obligations, including verifying and tracking the availability of funds.

Purchasing

Records the accounting impacts associated with obligations from contract awards, purchase orders, grants, and modifications by associating procurement line items with the respective accounting line items.

Cost Management

Uses workforce, cost, labor, and other inputs to determine cost information and the allocation of costs.

Accounts Payable

Prepares and delivers payments, as well as advanced payment processing for services rendered.

Accounts Receivable

Creates, processes, and manages reimbursable and nonreimbursable bills for accounts receivable.

Standard General Ledger

Establishes SGL accounts and code, maintains the Financial Classification Structure (FCS) and SGL, and reports financial information.

Core Financial Benefits

Center Management—

- Enables a "One NASA" concept by providing an integrated and consolidated information source to facilitate data sharing across the Agency

    – Providing consistent, accessible financial data

- Provides accounting and budgeting structure to enable full cost management

- Supports business-based decision making

    – Providing timely financial information so that it can be used in the decision-making process

- Provides financial information backbone to be integrated with project management data for an integrated view of project status

- Provides technical foundation to lead NASA into the world of E-Commerce and E-Government.

Core Financial Benefits

Core Financial Benefits

Resource Management—

- Increases time available for meaningful management analysis

  – Reduces need to compile and reconcile data from disparate sources and systems

  – Provides a single point of data entry (elimination of duplication)

  – Provides a real-time, single, consolidated general ledger (GL)

  – Reduces research and analysis time by providing drill-down capability to original source documents

- Improves timeliness of acquiring goods and services needed to perform the mission of the Agency

  – Provides fully automated purchase request creation, routing, and approval

  – Provides a simplified bankcard process.

Core Financial Benefits

Financial Management—

- Enables resources to be used more effectively and efficiently
    - Automatic calculation of interest
    - Automatic aging of accounts receivable
    - Better handling of installment payments from customers
    - Automatic preparation of IRS 1099s for debt cancellations
    - Automated trial balances, FACTS I and II
    - Elimination of PAC and Hilite reports
    - Elimination of FACS generation and transmission to NASA Headquarters (HQ)
- Provides easier distribution of carrier account transactions
- Shares information across functions (e.g., accounting and procurement).

SAP

SAP (an Integrated System)—

- Modules are highly integrated
- Is a centralized database
- Business events are recorded only once in system
- Creates consistency among records and modules
- Maximizes data integrity
- Real-time funds availability checking prevents antideficiency.

SAP (an Agency-Wide System) is—

- Configured as an Agency solution
- Centralized financial management system
- One legal entity and one chart of accounts
- Managed centrally through a Competency Center
- Accessible to all Centers
- One coordinated closing process for periods.

Reports in SAP

Reports in SAP—

- Agency Chief Financial Officer (CFO) statements are automated
- FACTS I and II are automated
- SF–224 is automated
- Many internal reports are also automated
- Utilizes business warehouse
- Extensive query capabilities
- Download data to MS Excel and other tools.

Accounts Payable Maintain Master Data

Maintain AP Master Data

- Remit-to Vendor Master Data—Vendor Banking Information and all Other Pertinent Fields Relating to Payment
  – Verify Remit-to Vendor Master Data — Center
  – Create Remit-to Vendor Master Data — Center
  – Update Remit-to Vendor Master Data — Center
  – Approve Remit-to Vendor Master Data — Competency Center

- Bank Master Data – Bank Control Number and Address
  – Verify Bank Master Data — Center
  – Create Bank Master Data — Competency Center
  – Update Bank Master Data — Competency Center

Accounts Payable Enter Invoice

Enter Invoice—The following fields will be manually entered:

- Invoice Date
- Invoice Received Date
- Purchase Order Number
- Reference—The Vendor's Invoice Number and the contract or purchase order number
- Header Amount—The Invoice Total.

All other fields will be populated automatically—

- Vendor Master
- Purchase Order
- Receiving Report.

Fields Can Be Overridden, such as—

- Line Item Amount
- Quantity
- Payment Terms
- Vendor Information.

Accounts Payable Enter Invoice

Status of Invoice

- **Park**
  – Saves the data
  – No Standard General Ledger (SGL) effect

- **Park Complete**
  – Reserves the Obligation
  – Triggers the Electronic Workflow
  – No SGL Effect

- **Post**
  – Records the SGL Effect
  – Makes Payment available for scheduling

Execute and Manage Payments

- Create Payment Proposal
  - Groups all Payments for the Intended Period by vendor or document type on the Invoice.

- Verify Payment Proposal
  - Verify that all Information on the Payment Proposal is Correct.

- Skip Payment
  - Removes a Payment from that Payment Proposal. The Payment will automatically appear on the next Payment Proposal.

- Block Payment
  - Payments can be blocked at the Vendor or Payment level. The Payments will have to be unblocked to appear on another Payment Proposal.

- Reverse Original Invoice
  - If the Invoice is incorrect it will have to be reversed. It cannot be corrected due to the SGL effects created when it was posted. (In order to correct an invoice that has been determined to be incorrect after it has been posted that invoice must be reversed.)

- Reenter Invoice
  - The corrected Invoice will have to be Reentered.

Accounts Payable Execute and Manage Payments

Execute and Manage Payments

- Print Proposal—
  – Print a hard copy of the Payment Proposal.

- Execute Proposal—
  – The payment proposal is where the prompt payment due dates, discounts and interest payments are calculated. Disbursements-In-Transit are recorded when the payment run has been created.

- Submit File to Treasury—
  – Will be handled through an Interface.

- Payment Confirmation—
  – Will be handled through an Interface with Treasury. Records accounting impacts to clear Disbursements-In-Transit and decrease Cash.

- Payment File Formats—
  – CTX
    • Credit Card Vendor
  – CCD+
    • All other Commercial Vendors
  – PPD+
    • Employee Travel Payments
  – Checks
  – IPAC
  – Health and Human Services (HHS).

Accounts Payable Interfaces

Health and Human Services (HHS) Interfaces
- Authority Interface—
  – Eliminates Dual Entry in SAP and HHS

- Draw-down Interface—
  – Will Record Cost and Disbursement at the time of the draw-down using an agency defined algorithm
  – Headquarters will IPAC centers once a month for HHS drawdowns as they do today.

- SF–272 Interface—
  – Will electronically Transmit the SF–272 from HHS
  – Cost and Disbursement recorded from the drawdown will be adjusted using the agency defined algorithm when the SF–272 is received

Treasury Interfaces
- Payment File to Treasury
- Treasury Confirmation to SAP

Accounts Payable Interfaces

Accounts Payable Interfaces

IPAC Interface—

- Center Initiates Payment to Vendor
  – Invoice has been recorded in SAP
  – Payment Method field will identify the Invoice as an IPAC invoice
  – Creation of the Payment File will Trigger the interface
- Vendor Initiates Adjustment (to previous NASA Initiated Payment to Vendor)
  – Interface will create a Credit Memo in SAP
  – Credit Memo will Reference Previous Invoice
  – Credit Memo will be Cleared Through Cash
- Vendor Initiates Collection from NASA Center (Invoice does not exist in SAP)
  – Interface will create an Invoice in SAP
  – Invoice will be Cleared Through Cash
- Vendor Initiates Collection from NASA Center (Invoice exist in SAP)
  – Interface will match the Payment to the Invoice
  – Invoice will be Cleared Through Cash
- NASA Center Initiates Adjustment (to previous Vendor Initiated Collection)
  – Credit Memo will be created in SAP
  – Payment Method field will identify the Credit Memo as an IPAC Transaction
  – Creation of the Payment File will Trigger the Interface
- NPPS Interface to update Vendor file for Employees
  – Biweekly Updates
  – Name
  – Banking Information
  – Organization Code
  – Social Security Number (SSN)

Accounts Payable Travel Activities

Travel Order—Funds Commitment
- Funds Availability Check Performed, if funds are not available error message is displayed, and no posting occurs.
- System validates FCS prior to posting.
- Posting of Funds Commitment records a commitment and obligation.

Travel Cost
- Cost accruals are recorded at month end using a Journal Voucher (JV) on all outstanding Travel Orders.
- Cost accruals are automatically reversed at the beginning of the next month.
- Actual cost is recorded when the Travel Voucher is posted.

Travel Advance
- Clear Travel Advance.

Travel Voucher—Enter Invoice in FI
- Records Actual Cost and Disbursement.
- Payment will be made to Traveler.
- Electronic Notification will be sent to Traveler.

Core Financial Role Mapping

A "Role" is—
- "A component of a job"
- Any given job can be composed of one or more roles.

Seventy-four to-be roles were defined for the Agency.

The Core Financial Project team developed an initial list of end users mapped to these to-be roles.

Managers and Team Leads were briefed on the role mapping process. They were asked to—
- Review the list of to-be roles
- Think about which roles would be linked to which of their employee(s)
- Review the end-user/role map initial list and make additions/deletions/corrections as necessary.

Managers and Team Leads revisited the list of end users mapped to the to-be roles on a periodic basis until the list was finalized.

(Note: Position descriptions will not be changed as a part of the Core Financial Project.)

Accounts Payable Roles

Accounts Payable Certification Processor

Description: The Certification Processor is responsible for all activities dealing with Treasury, including stopping payment through Pacer. The Certification Processor verifies the payment proposal prepared by the Vendor Payment Processor (VPP) and Travel Payment Processor (TPP). If corrections are necessary, the Certification Processor reroutes the payment proposal back through the VPP and or TPP for corrections. Once all entries are verified, the Certification Processor prints the proposal to create a certified proposal.

After the Certification Processor has created the file for Treasury, the Certification Processor approves the entries made in ECS by the ECS Maintainer and submits the file to Treasury. If Treasury does not process the file, the Certification Processor determines the reason for nonexecution, cancels the original ECS entry, and resubmits the file to Treasury. Once Treasury processes the file and the payments are confirmed, the interface will post the confirmations in SAP.

Accounts Payable Intraagency Payments and Collections Processor

Description: The Accounts Payable Intraagency Payments and Collections (AP IPAC) Processor handles all transactions between SAP and the IPAC system. This includes initiating a download of the IPAC transactions for their specific ALC. The trigger for the interface to pick up IPAC transactions will be the payment run.

Agency Health and Human Services Processor (Headquarters Role)

Description: The Agency Health and Human Services (HHS) Processor performs manual activities related to the HHS Subprocess. These include informing the various centers and HHS when new recipients are established. The Agency HHS Processor is also responsible for reconciling Centers' and HHS's data and running reports within the SAP system. They will also ensure that each center is properly charged for its recipients' drawdown and billed each month for all IPAC transactions.

Accounts Payable Roles

Health and Human Services Processor

Description: The Health and Human Services (HHS) Processor is responsible for all activities related to HHS payments. These include all manual processes involved to create and maintain the recipient account, maintain Remit-To vendor information, and issuance of necessary letters to recipients.

Once the recipient account is established, the HHS Processor interfaces the HHS data with SAP to update disbursements and cost at the line item level. The HHS Processor interfaces all SF272 data to automatically update and adjust cost and disbursements at the line item level.

Payment Auditor

Description: The Payment Auditor is responsible for producing any and all reports for the accounts payable area to include the Annual Report of Payment Activities and the 1099 Report.

Travel Authorization Processor

Description: The Travel Authorization (order) Processor (TAP) is responsible for entering the approved Travel Authorization Document into SAP. The Travel Authorization Processor is responsible for ensuring that the Travel authorization document has all the required information, proper approvals and that it meets the requirements of the FTR. The Travel Authorization Processor is also responsible for validating that the appropriate commitment/obligation is recorded in the proper USGL accounts when the order is posted. The TAP will also be responsible for posting the JV cost accruals.

Accounts Payable Roles

Travel Payment Processor

Description: The Travel Payment Processor is responsible for processing all travel vouchers, travel advances, and other invoices related to travel through the creation of the payment proposal.

The Travel Payment Processor is responsible for validating that the vouchers and all advances requested are valid and meet the requirements of the FTR and the FMM 9700. When validating the vouchers, the Travel Payment Processor is responsible for determining if there are errors and making the appropriate adjustment, recording the adjustment, and reimbursing the traveler for the correct amount. The Travel Payment Processor is also responsible for posting the vouchers, processing travel advances (Request for Down Payment), tracking returned vouchers, reversing the JV cost accrual entries, and running the payment proposal for travel payments.

The Travel Payment Processor is also responsible for reissuing payments in the case of payments issued to the incorrect traveler, payments that have not yet cleared Treasury, limited pay ability payments, and vendor initiated requests for replacement payments. In these instances, the Travel Payment Processor determines if the payment has cleared Treasury and if it was issued to the correct vendor. The Travel Payment Processor then either informs the requestor of the status of the payment or initiates a new payment and forwards the required information to Accounts Receivable, if necessary.

The Travel Payment Processor is responsible for recording the appropriate expenses to liquidate advances (Clear Down Payment).

After the Certification Processor has reviewed the payment schedule, the Travel Payment Processor makes any adjustments necessary based on debit balances or Certification Processor request.

The Travel Payment Processor also records the cost and disbursement as required for transactions that appear on the error log produced by the IPAC Processor and posts these transactions, such as PCS tax information.

Note: This role is for items that will not be processed in Travel Manager, such as: Recording of PCS and Foreign payments, processing Centrally billed credit card statements, and miscellaneous travel payments.

Accounts Payable Roles

Vendor Invoice Processor

Description: The Vendor Invoice Processor receives the date-stamped invoices from the Invoice Receiver, enters them into the system and, after performing some preliminary checks, parks the invoice for further processing. The Vendor Invoice Processor is responsible for ensuring that all Remit-To vendor master data is correct (including banking information) and determines whether the invoice is forwarded to the Vendor Payment Processor, the IPAC Processor, or the HHS Processor.

Vendor Master Administrator—(Competency Center Role)

Description: The Vendor Master Administrator is responsible for approving any changes to the Remit-To vendor master data after the Vendor Invoice Processor has entered it.

Vendor Payment Processor

Description: The Vendor Payment Processor is responsible for processing all commercial invoices up to creation of the payment proposal.

The Vendor Payment Processor ensures that the invoice is a valid invoice per the Prompt Payment Act that any matching required falls within approved tolerances on a contract-by-contract basis, and that all required approvals have been obtained. If an invoice proves to be invalid according to the requirements of the Prompt Payment Act, the Vendor Payment Processor ensures that the invoice is returned to the vendor within 7 days of receipt of the original invoice accompanied by a letter detailing the deficiencies of the invoice. If more than 7 days pass, the due date of the corrected invoice is reduced by the number of days exceeding 7. The Vendor Payment Processor is responsible for tracking all returned invoices and correctly matching them with resubmitted invoices. Prior to creation of the file for Treasury, but after all required validation activities are performed, the Vendor Payment Processor places the invoice in park complete status and routes the invoice for all required approvals, and then posts the invoice.

Accounts Payable Roles

Vendor Payment Processor (continued)

The Vendor Payment Processor is responsible for validation of the invoice. Should the invoice fail the status checks when attempting to place the invoice in park complete status, the Vendor Payment Processor confirms that the obligation amount is correct, the invoice is charged to the correct procurement line item (PLI), and/or make a downward adjustment to the invoice, as necessary. Following receipt of all required approvals, the Vendor Payment Processor checks for any holdbacks that are required per the contract and makes any other adjustments that are required before posting the invoice.

For all IPAC invoices, the Vendor Payment Processor records cost and disbursement as required for transactions that appear on the error log produced by the IPAC Processor and then posts these transactions. For those transactions that do not contain errors, the Vendor Payment Processor analyzes the transactions to determine if reimbursement is due from other centers and informs the initiator of the transaction if an adjustment is required. The Vendor Payment Processor then manually routes IPAC information to the appropriate approving official.

The Vendor Payment Processor is also responsible for reissuing payments in the case of payments issued to the incorrect vendor, payments that have not yet cleared Treasury, limited payability payments, and vendor initiated requests for replacement payments. In these instances, the Vendor Payment Processor determines if the payment has cleared Treasury and if it was issued to the correct vendor. The Vendor Payment Processor then either informs the requestor of the status of the payment or initiates a new payment and forwards the required information to Accounts Receivable, if necessary.

The Vendor Payment Processor will, on the last business day of each month, create a temporary invoice receipt in SAP using a special document type for all contract/purchase orders that have nonvaluated goods receipts without invoice receipts. The Vendor Payment Processor will reverse these invoices on the first business day of the next month to allow for the real invoice to be posted when it is received in the accounts payable office.

The Vendor Payment Processor is responsible for recording the appropriate expenses to liquidate advances.

After the Certification Processor has reviewed the payment schedule, the Vendor Payment Processor makes any adjustments necessary based on debit balances or Certification Processor request.

Frequently Asked Questions

What is FCS?
Financial Classification Structure (Today what we call the accounting code).

How will the IPAC Processor know when there are transactions that need to be processed?
The IPAC Processor will continue to login into the Web site as they do today. They will download the transactions for their applicable ALC and the file will be processed by the interface.

Can invoices be returned in SAP?
Depending on the status of the invoice, it can be reversed and then deleted. If the invoice is in a park status it can be deleted at this point without any further steps.

What kinds of reports can be generated in SAP?
The agency design team has developed a set of Minimum Standard reports (MSR) for the agency for each sub-process. In the addition to the MSR there will be custom reports for some areas.

What and where is the partner code being entered in SAP?
Partner code is the Treasury Partner Code which is currently a two digit code that is being populated in the Trading Partner field on the Vendor Master Record.

How are tolerances set up in SAP?
Tolerances between invoice and obligation are set to 10 percent not to exceed 500 dollars.

How will miscellaneous ODN be processed in SAP?
There will be an Outside Buyer Role within the Finance Office that will obligate miscellaneous obligations when applicable.

How will advance payments be made in SAP?
Advance payments will be processed through the creation of a down payment request in SAP.

Key Terms

Account Group
Determines the data that is relevant for the master record. It also determines a number range from which numbers are selected for the master records. An account group must be assigned to each.

Bank Master
Collective term for all bank master data records. The bank master contains the data of all banks of which the company conducts business.

Bank Master Data
The information on a bank required to carry out a business transaction with the bank. This information is stored centrally in the R/3 System and includes the name and address of the bank and any country-specific information as appropriate.

Deletion Flag
Indicator that flags a data record to be physically deleted from the database. Records flagged in this way are deleted from the database by a general deletion.

Partner Functions
A name or number that identifies a group of business partners, such as sold-to parties or ship-to parties. The three major partner function codes are OA (Order from Vendors), PI (Remit-To Vendors), and VN (Vendor Headquarters).

Payment Proposal
A listing of vendor invoices that are due. The list is based on user-defined parameters that define which accounts and items that the payment proposal is to include. The payment proposal should always be verified for accuracy prior to running the payment run. When the payment proposal is ran, the system, 1) checks the accounts and documents specified in the parameters for due items, 2) groups due items for payments, 3) selects the relevant payment methods, house banks, and partner banks, and 4) calculates interest and discounts.

Key Terms

Payment Run
The final run of the payment proposal after it has been edited and is error free. During the payment run, the system 1) posts payment documents as disbursements-in-transit, 2) clears open items, and 3) prepares data for printing.

Remit-To Vendor
The remit-to vendor is the vendor receiving payment. The remit-to vendor may have a vendor master record. Remit-to vendor records have associated account groups.

Vendor Block
Block of a vendor or a supply relationship for quality reasons. The block can be valid for different procurement functions, for example for requests for quotations, purchase orders, and goods receipts.

Vendor Master
Collective term for all vendor master records. The vendor master contains the data of all vendors with which the company conducts business.

Vendor Master Record
Data record containing all the information necessary for contact with a certain vendor, in particular for carrying out business transactions.

Core Financial Training

The four major components of the Core Financial Project training include: **RWD SAP 4.6, Instructor-led Training (ILT), Web-based Training (WBT), and Online Quick Reference (OLQR).**

RWD SAP 4.6
This course is Web based and will be available beginning July 1, 2002. You are required to take the RWD SAP 4.6 course prior to any other Web-based or instructor-led training you have been scheduled to attend. It is designed to give you a basic understanding of SAP 4.6 prior to your role-based training. **Only those employees who have taken the RWD SAP 4.6 will be allowed to attend the role-based training courses. (NOTE: In order to perform your role(s) proficiently, it is imperative that you attend all role-based training courses for which you are scheduled.)**

The following highlights are some aspects of the RWD SAP 4.6 training course:
- Provides an overview of the SAP system using generic examples and data
- Provides end users with a foundation to use SAP 4.6 in their roles
- Contains modules on SAP Navigation, SAP reporting, and additional SAP features (SAP help, using match codes, and using T-codes).

Instructor-led Training (ILT)
There are 32 instructor-led training courses. These courses vary in length from 2–8 hours. The to-be roles you will be performing in SAP determine the courses you will be scheduled to attend. Instructor-led training—
- Is led by business/functional experts
- Places emphasis on interactive discussions, hands-on practice, and exercises
- Enables instructors to use the training database, the OLQR, and their own experience
- Employs presentation tools and exercise packets that are distributed to participants.

Core Financial Training

Web-based Training (WBT)
The Core Financial Project WBT course will focus on procedures that describe the process that end users will need to use to complete tasks related to specific roles. These courses are designed with multiple modules that will afford you an opportunity to direct your own learning, determine the right level of detail, and assess the success of instruction. You will be able to access WBT on the NASA intranet, at your workstation, during the 2 months prior to "go live." Web-based training—
- Provides a high-level overview of the Core Financial Project processes
- Focuses on procedures that describe how to complete tasks related to specific roles
- Focuses on the "bolt on" (e.g., bankcard) systems, and offers information you will need that is related to understanding the financial and accounting system in SAP.

SAP Mission Control—Online Quick Reference (OLQR)
The Core Financial Project SAP Mission Control OLQR tool is designed to provide you with procedures, job aids, and other necessary help content via the Internet. The help content is role related, focusing on tasks you will perform within your roles and providing needed assistance to effectively use SAP to execute those tasks.
The SAP Mission Control OLQR tool will be available to end users beginning August 5, 2002. This tool—
- Supports you on the job at your point of need
- Includes step-by-step Core Financial Project transaction requirements, definitions, and process descriptions
- Includes flows for specific business processes.

Training Invitations
You should have received your training invitations by e-mail. The invitation includes information on the training courses you are expected to attend and instructions on how to sign up for your courses via AdminStar.

Accounts Payable Course Curriculum

Course Name—Invoice Processing in Materials Management (MM)
Description: This course will focus on the processes to enter invoices into SAP. Specifically, end users will learn the processes used for payments in contracts/purchase orders. End users will learn the process to ensure invoices are ready for routing and approval and the activities to process commercial invoices before a payment is made. The module will focus on the activities to handle invalid invoices, the process for validating invoices, including IPAC invoices, and the process to post invoices to the system. (Roles: AP IPAC Processor, Payment Auditor, Vendor Invoice Processor, Vendor Payment Processor)

Course Name—Invoice Processing in Financial Accounting (FI)
Description: This course will focus on the processes to enter invoices into SAP. Specifically, end users will learn the processes used for travel and simultaneous Commitment Obligations Cost and Disbursement (COCD) payments. End users will learn the process to ensure invoices are ready for manually routing and approval and the activities to process commercial invoices before a payment is made. The module will focus on the activities to handle invalid invoices, the process for validating invoices, including IPAC invoices, and the process to post invoices to the system. (Roles: AP IPAC Processor, Payment Auditor, Vendor Invoice Processor, and Vendor Payment Processor)

Course Name—Processing Payments through Treasury
Description: This module will focus on the steps to process payments through Treasury, including how to create, verify, print, and execute payment proposals. Within this module, end users will be taught how to validate payments, including the process for reissuing payments. End users will also learn the activities to post Treasury confirmations. (Roles: AP Certification Processor, and Vendor Invoice Processor)

Course Name—Vendor Master
Description: The Vendor Master module will focus on the activities/tasks to approve/generate changes to the Remit-To vendor master data, the process to ensure all Remit-To vendor master data is correct, and the process to enter/verify Bank Master data. (Roles: Payment Auditor, Vendor Invoice Processor, Vendor Master Administrator, and Travel Payment Processor)

Accounts Payable Course Curriculum

Course Name—Intra-Governmental Payment and Collection Processing (IPAC) Processing
Description: This module will instruct end users on how the interface works, how to record Intra-Governmental Payment and Collection (IPAC) transactions, how to enter invoices and adjustments into SAP, how to resolve issues associated with the error log, and how to post IPAC transactions. (Roles: AP IPAC Processor, Vendor and Payment Processor)

Course Name—Report Generation/Accounts Payable
Description: In this session, end users will learn how use SAP to design and run standard financial reports, develop custom financial reports, and create cost and performance measurement reports. This course will also provide end users with specific functional area report generation information. In addition, end users will be introduced to the Business Warehouse (BW) Interface and learn how to execute BW reports, queries, and drill-downs. (Roles: AP IPAC Processor, Agency HHS Processor, HHS Processor, Payment Auditor, Vendor Payment Processor, Travel Authorization Processor, and Travel Payment Processor)

Course Name—NASA Core Financial on the Web
Description: In the Web based Training (WBT) course, end users will be provided with an overview of NASA Core Financial business areas and detailed business process information related to specific roles within Core Financial functions. There will be one WBT training course that covers all functional areas, composed of 17 modules. Provided, below, are descriptions of the WBT modules that end users in Accounts Payable will be required to complete prior to the implementation.

WBT Module: Travel Authorization and Payment Processing
Description: The Travel Authorization and Payment Processing module will teach end users: the process for entering approved Travel Order Documents into SAP; the procedures used to process travel vouchers, travel advances, and other invoices related to travel; the process for posting vouchers/travel invoices and advances (Down Payment Request) in the system; add Journal Vouchers (JV) associated with entering cost; how to track returned vouchers and run the payment proposal for travel payments. (Roles: Travel Authorization Processor, and Travel Payment Processor)

Who Should I Go To If I Have Questions?
Your supervisor should be the first person you turn to with questions concerning changes in your job. If your supervisor cannot address your question, he/she will follow up with your Change Agent to address the question.

MSFC Core Financial Change Agents:

Melvin Scruggs	544–3994	Center Operations Directorate
David Jeffreys	544–7533	Customer and Employee Relations Directorate
Rachel Stewart	544–5557	Customer and Employee Relations Directorate
Chris Crump	544–4418	Engineering Directorate
Karen McTaggart	544–6499	Engineering Directorate
Elia Ordonez	544–6658	Equal Opportunity Office
Barbara Hambrick	544–0672	Flight Projects Directorate
Gary Hudson	544–1942	Flight Projects Directorate
Phyllis Olinger	544–0022	Office of Chief Counsel
Judy Barron	544–0155	Office of the CFO
Leigh Fitzgerald	544–7269	Office of the CFO
Leslie Grund	544–6675	Office of the CFO
Linda Dunivant	544–7321	Office of the CFO
Pam Chabelal	544–7296	Office of the CFO
Antonia Martin	544–6506	Office of the CFO
Treava Stone	544–7278	Office of the CFO
Pat Fuller	544–9171	Office of the Director
Sandy Such	544–1928	Office of the Director

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For copies of other guides referenced in this guide, please contact your supervisor or Change Agent.